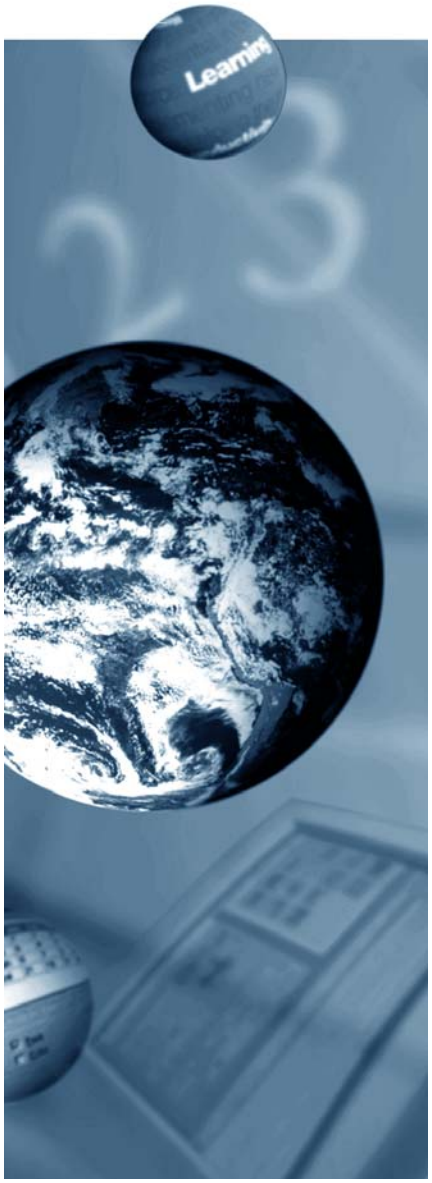

OnCall Administration User Manual

Student Manual

KALEIDA HEALTH

IS&T Training and Education Services and Web Technology and Integrated Systems

Notes

KALEIDA HEALTH

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Logging into OnCall Administration

To log in to the OnCall Administration application:

1. From your Desktop, double-click the **Internet Explorer** icon to open **Kaleidascope**.

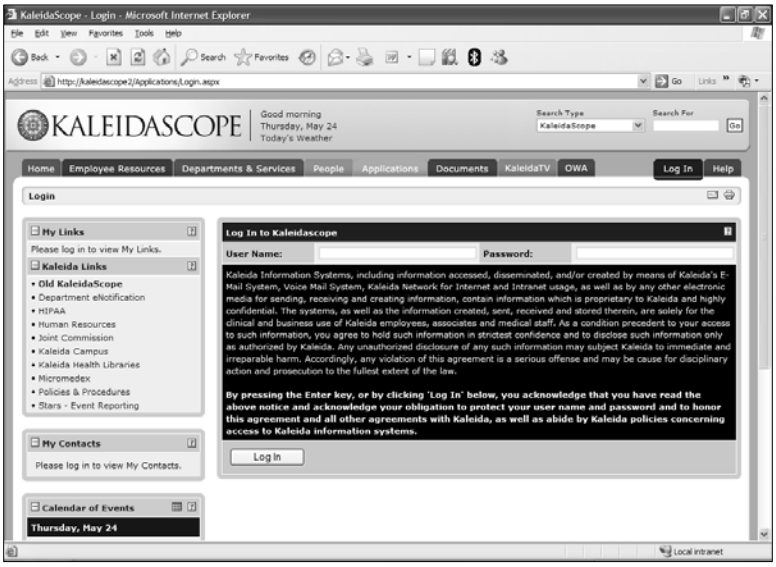
2. Click the **Log In** tab to access the log in screen.

KaleidaScope - Kaleida Health Intranet: Your source for information. - Microsoft Internet Explorer
KALEIDASCOPE
Good morning
Thursday, May 24
Today's Weather
Search Type
KaleidaScope
Search For
Go
Home
Employee Resources
Departments & Services
People
Applications
Documents
KaleidaTV
OWA
Log In
Help
Did You Know? If you don't know where certain information is on KaleidaScope, use the "KaleidaScope" search in the page header above.
My Links
Please log in to view My Links.
Kaleida Links
Old KaleidaScope
Department eNotification
HIPAA
Human Resources
Joint Commission
Kaleida Campus
Kaleida Health Libraries
Micromedex
Policies & Procedures
Stars - Event Reporting
My Contacts
Please log in to view My Contacts.
Calendar of Events
Thursday, May 24
Three graduate as Health Leadership Fellows
Katie Grimm, M.D., Simmone Washington, and Kathy Murray have each earned the title of CHF Health Leadership Fellow, following 18 months in a collaborative learning experience with leaders from other healthcare and "safety-net" organizations. More...
Released 5/21/2007
Millard Fillmore Suburban Hospital Celebrates First Birthday
Millard Fillmore Suburban Hospital recently hosted a first birthday celebration for Nicolette Honor Grant. More...
Released 5/16/2007
Kaleida Announces $1 Million Nursing Scholarship Endowment
The unprecedented investment will provide annual scholarships to men and women seeking to become nurses, as well as current nurses who want to advance their careers through additional education or certification. More...
Released 5/11/2007
PTO Raffle Winners
The five winners of Kaleida Health's first-ever PTO raffle were randomly selected this week from a pool of 2,505 eligible entries. $10,000 in cash prizes was awarded to... More...
Released 5/11/2007
Message from Jim Kaskie & Cheryl Klass
We are pleased to announce that the Roswell Park Cancer Institute and Women and Children's Hospital of Buffalo are exploring ... More...
Released 5/9/2007
2007
Corporate Challenge
Thursday, June 7
Register Now!
Have an HR Question?
Commission on Health Care Facilities in the 21st Century
Eclipsys Information
KaleidaScope Login
Local intranet

Notes

Logging into OnCall Administration (Continued)

3. In the **User Name** field type your 3 initials and last 3 digits of your SSN#; your network ID. Press tab or click in the **Password** field.



4. In the **Password** field, enter your network password.

5. Click the **Log In** button.

   - You will be returned to the **KaleidaScope** home page.

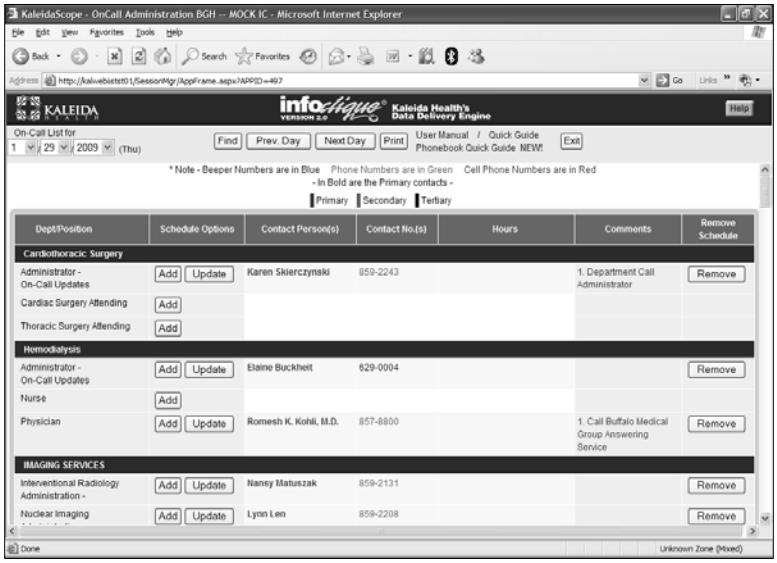
6. Click the **Applications** tab.

KaleidaScope - Kaleida Health Intranet: Your source for information. - Microsoft Internet Explorer
KALEIDASCOPE
Three graduate as Health Leadership Fellows
Corporate Challenge
Have an HR Question?
Commission on Health Care Facilities in the 21st Century

Logging into OnCall Administration (Continued)

7. From the **Secured Applications** section, click the link for **OnCall Administration** to access the application.

- The **OnCall Administration** application window displays.



Notes

Logging into OnCall Administration from outside of Kaleida Health

You can now administer OnCall information from outside of Kaleida Health's network by logging into **InfoClique** and selecting **OnCall Administration** from the application list. For more information on InfoClique, go to http**S**://www.infoclique.com. (The **S** indicates that InfloClique is a secure application.)

1. Open up your internet browser and type https://www.infoclique.com in the Address bar.

   - The **InfoClique** login page will display.

Kaleida Health InfoClique - Microsoft Internet Explorer
Kaleida Health's Data Delivery Engine
Username
Password
Go
Outages & Updates
Fri 9/5 5pm - Sun 9/7 5pm
The Surgery Scheduling section of the "InfoClique - Physician", "InfoClique - Nursing", and "InfoClique - Surgery Scheduling" views, will most likely not function properly during this time period due to the scheduled SIS system outage.
InfoClique is a web-based system designed to provide the medical staff of Kaleida Health and referring physicians a secure, central access point for clinical information.This service is provided free in support of our patient care partners.
How do I get access to InfoClique? Complete the InfoClique Access Form and fax it back to (716) 859-8676.
Demo Site
Additonal Info
© 2009 Kaleida Health. All rights reserved. For site concerns, contact the Web Team.

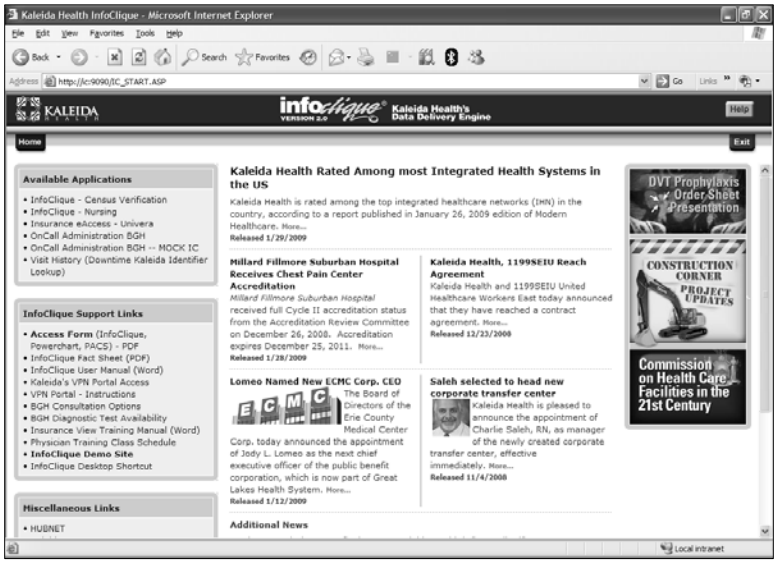
2. Enter your **Username** in the **Username** field. Tab to or click in the **Password** field.

3. Enter your **Password** in the **Password** field.

4. Click the **Go** button.

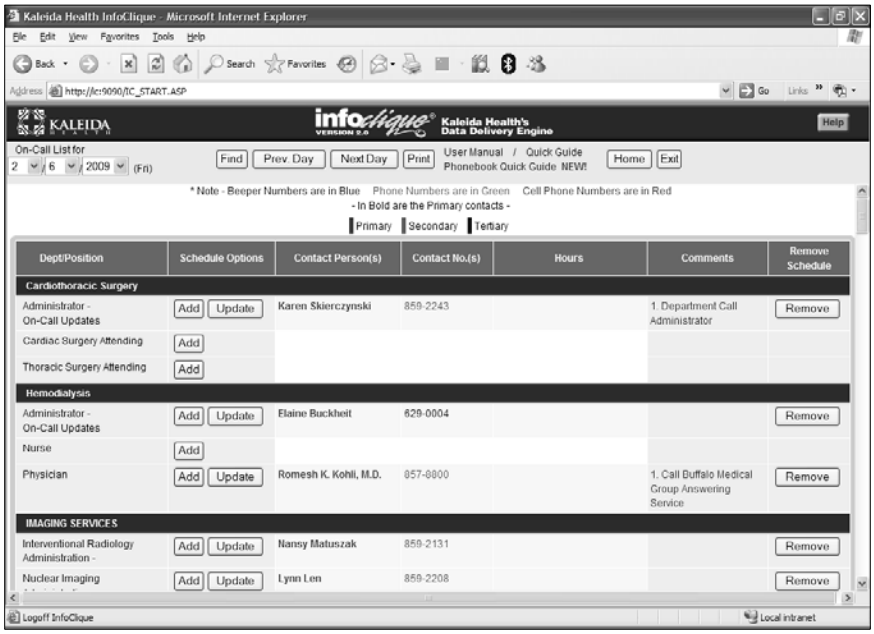
Logging into OnCall Administration from outside of Kaleida Health (Continued)

- The **InfoClique** page will display.


Kaleida Health InfoClique - Microsoft Internet Explorer
Kaleida Health's Data Delivery Engine
Available Applications
InfoClique Support Links
Miscellaneous Links
Kaleida Health Rated Among most Integrated Health Systems in the US
DVT Prophylaxis Order Sheet Presentation
CONSTRUCTION CORNER
PROJECT UPDATES
Commission on Health Care Facilities in the 21st Century

5. Click on the **OnCall Administration** link from the **Available Applications** section on the left.

- The **OnCall Administration** window will display.



Notes

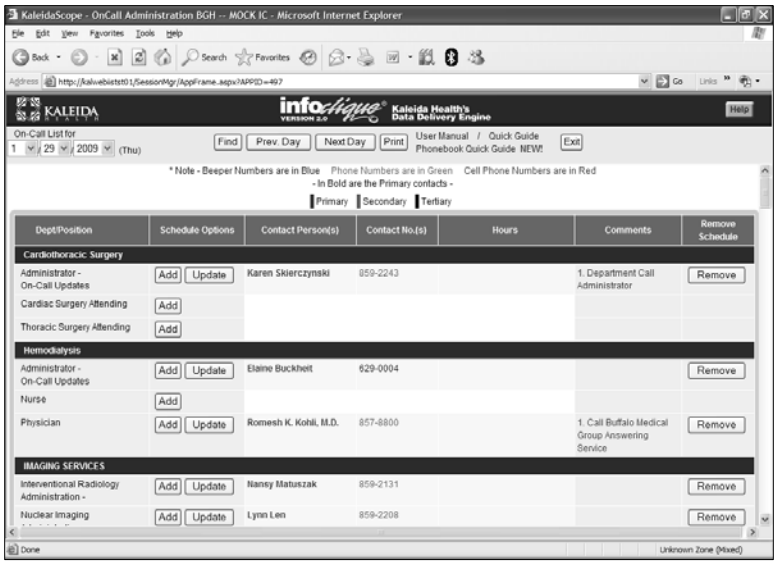
KALEIDA HEALTH

Adding a Department

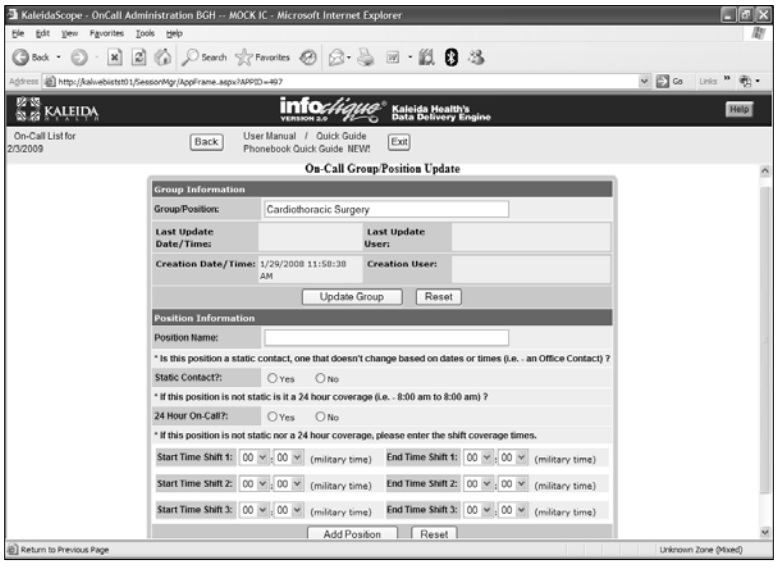
To add a new department to the OnCall Administration application, please contact the Kaleida Health Web Team at webteam@kaleidahealth.org or choose the Web Team mailbox in Outlook.

Adding a Position within a Department

1. Click on the appropriate **Department** name in the purple bar in the **Dept/Position** column on the left.



2. Enter the name for the position in the **Position Name** field under the **Position Information** section.



Notes

KALEIDA HEALTH

Adding a Position within a Department (Continued)

3. Click in the correct option button to select **yes** or **no**. Is this position a static contact, one that doesn't change based on dates or times?

4. Click in the correct option button to select **yes** or **no**. If this position is not static is it a 24 hour coverage?

5. From the drop down list select the appropriate choice. If this position is not static nor a 24 hour coverage, please enter the shift coverage times.

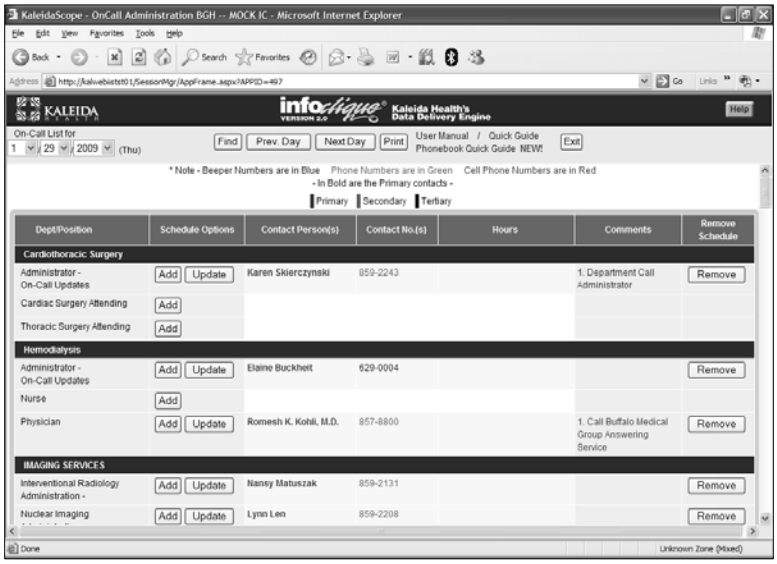
6. Click the **Update Position** button.

    - The position will be added to the application window.

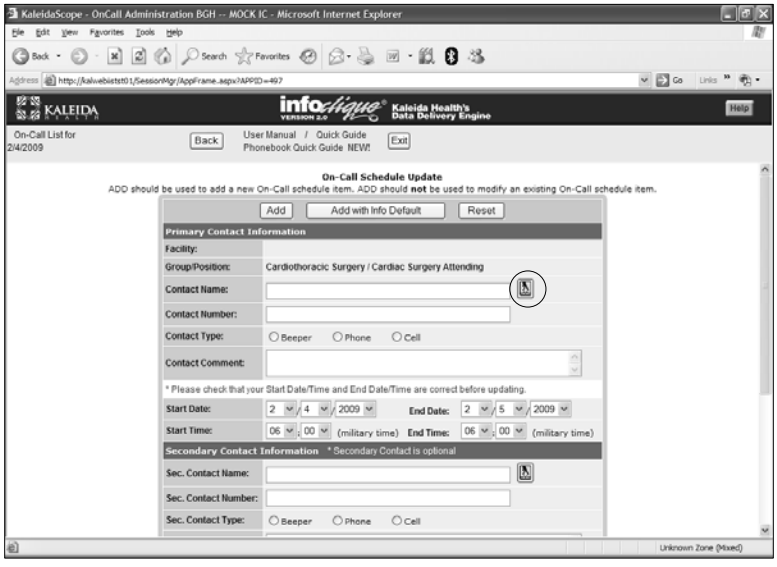
Note: You can also update the goup name in the **Group Information** section by entering new text and clicking the **Update Group** button.

Adding a Schedule Item for a Position

1. Click the **Add** button in the **Schedule Options** section.



- The **On-Call Schedule Update** window will display.
- This should be done when you are entering new schedule records, new contacts or new start and end times.

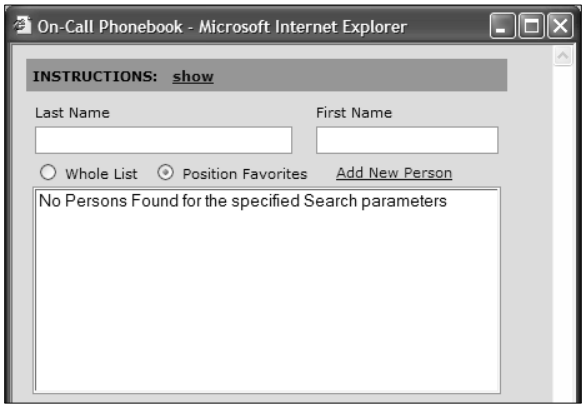

KaleidaScope - OnCall Administration BGH -- MOCK IC - Microsoft Internet Explorer
infoclique
Kaleida Health's Data Delivery Engine
On-Call List for 2/4/2009
Back
User Manual / Quick Guide
Phonebook Quick Guide NEW!
Exit
Help
On-Call Schedule Update
ADD should be used to add a new On-Call schedule item. ADD should not be used to modify an existing On-Call schedule item.
Add
Add with Info Default
Reset
Primary Contact Information
Facility:
Group/Position: Cardiothoracic Surgery / Cardiac Surgery Attending
Contact Name:
Contact Number:
Contact Type: Beeper Phone Cell
Contact Comment:
* Please check that your Start Date/Time and End Date/Time are correct before updating.
Start Date: 2 / 4 / 2009
End Date: 2 / 5 / 2009
Start Time: 06 : 00 (military time)
End Time: 06 : 00 (military time)
Secondary Contact Information * Secondary Contact is optional
Sec. Contact Name:
Sec. Contact Number:
Sec. Contact Type: Beeper Phone Cell

Note: You should use **ADD** and not update to create new schedule records. If you use **UPDATE** all old records will be lost.

2. Click the **On-Call Phonebook** button. This will allow you to access a complete listing of providers on staff at Kaleida Health.

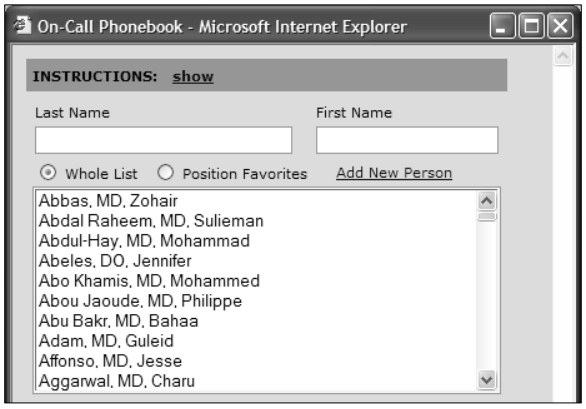
Adding a Schedule Item for a Position (Continued)

- The **On-Call Phonebook** displays.



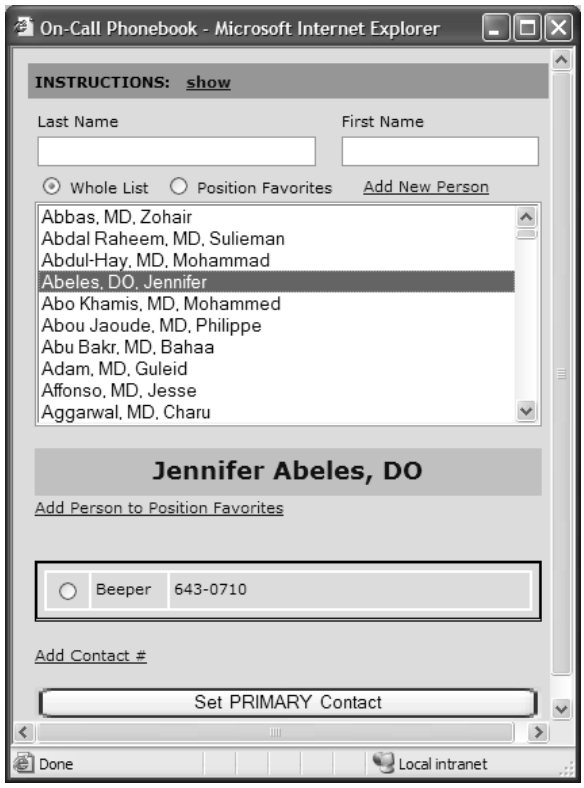
Note: When the Phonebook opens, it will open directly to **Position Favorites**.

3. To search for a provider, click in the option button next to **Whole List**, type the last name in the **Last Name** field, or use the scroll bar on the right to scroll through the list.



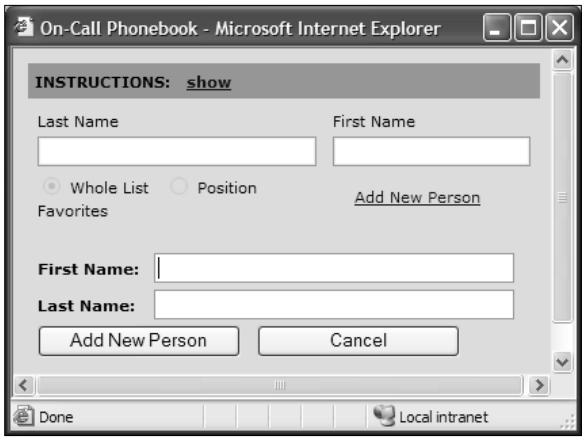
Adding a Schedule Item for a Position (Continued)

4. To add an existing provider to your **Position Favorites**, click on the provider then click on the **Add Person to Position Favorites** link.



5. To add a new provider to your **Position Favorites**, click on the **Add New Person** link in the **On-Call Phonebook** window.

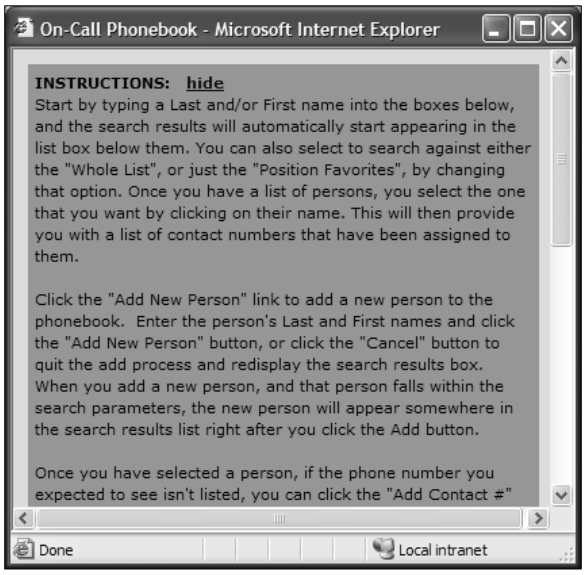
   - The **Add New Person** form will display.



Notes

Adding a Schedule Item for a Position (Continued)

6. Complete the form and click the **Add New Person** button
    - Allowed formats for telephone numbers are:
        - 1-NNN-NNN-NNNN
        - NNN-NNN-NNNN
        - NNN-NNNN
7. If you need assistance entering in a contact, click the **show** link to the right of **INSTRUCTIONS**.
    - The **On-Call Phonebook Instructions** window will display explaining the process for entering a new contact.

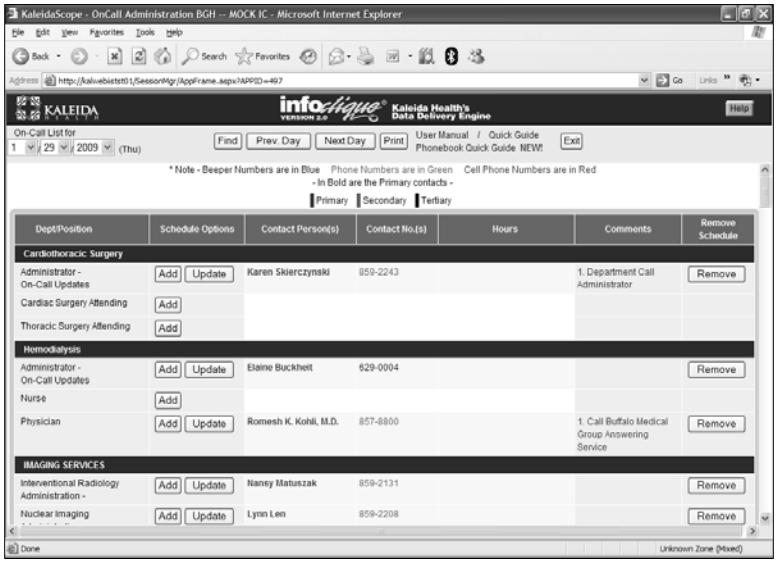

On-Call Phonebook - Microsoft Internet Explorer
INSTRUCTIONS: hide
Start by typing a Last and/or First name into the boxes below, and the search results will automatically start appearing in the list box below them. You can also select to search against either the "Whole List", or just the "Position Favorites", by changing that option. Once you have a list of persons, you select the one that you want by clicking on their name. This will then provide you with a list of contact numbers that have been assigned to them.
Click the "Add New Person" link to add a new person to the phonebook. Enter the person's Last and First names and click the "Add New Person" button, or click the "Cancel" button to quit the add process and redisplay the search results box. When you add a new person, and that person falls within the search parameters, the new person will appear somewhere in the search results list right after you click the Add button.
Once you have selected a person, if the phone number you expected to see isn't listed, you can click the "Add Contact #"
Done
Local intranet

8. When you have finished viewing the Instructions, click the **hide** link.
9. Enter primary, secondary and tertiary (if needed) contact information which includes contact name, contact number, contact type and comments.
10. Enter **Start Date** and **End Date** and **Start Time** and **End Time**.
11. Click the **Add** button.

Note: Comments should only be entered in the **Contact Comment** field!

Updating a Schedule Item for a Position

1. Click the **Update** button in the **Schedule Options** section.



Note: You will only see an **Update** button if there is an existing entry.

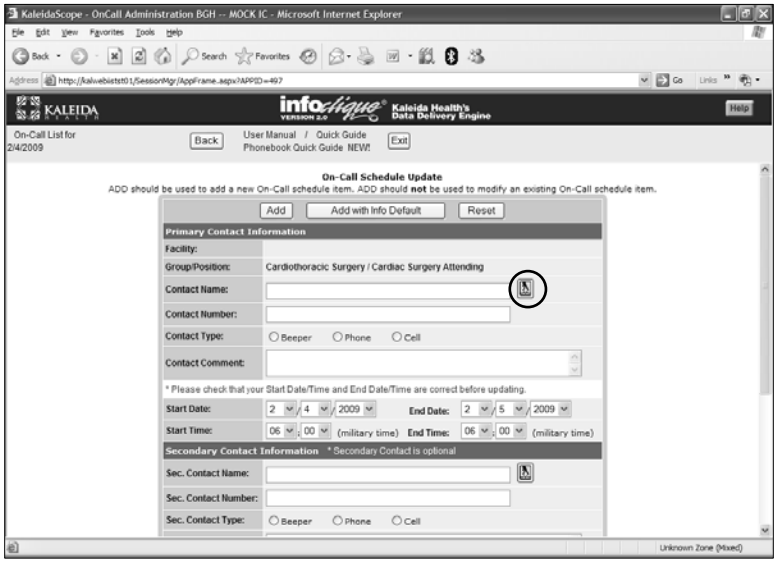
- The **On-Call Schedule Update** window will display.

Note: You should only use **UPDATE** when you are fixing typing errors or incorrect information.

Notes

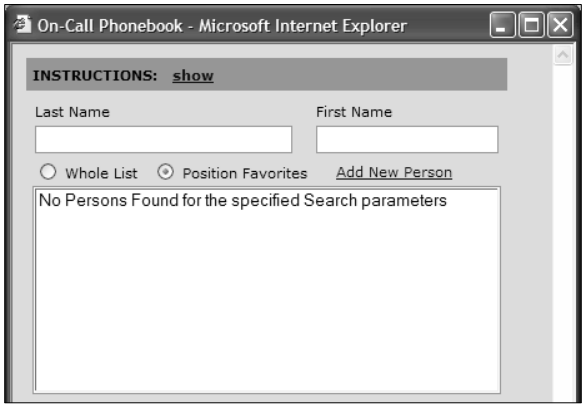
Updating a Schedule Item for a Position (Continued)

Note: You should use **ADD** and not update to create new schedule records. If you use **UPDATE** all old records will be lost.



12. Click the **On-Call Phonebook** button. This will allow you to access a complete listing of providers on staff at Kaleida Health.

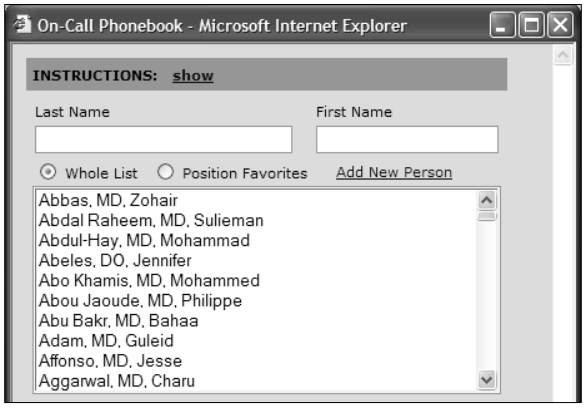
    - The **On-Call Phonebook** displays.



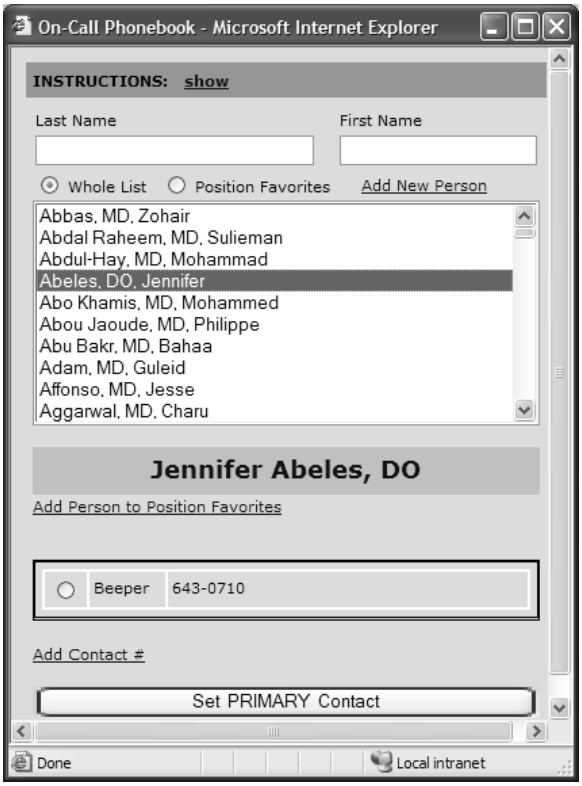
Note: When the Phonebook opens, it will open directly to **Position Favorites**.

Updating a Schedule Item for a Position (Continued)

13. To search for a provider, click in the option button next to **Whole List**, type the last name in the **Last Name** field, or use the scroll bar on the right to scroll through the list.



14. To add an existing provider to your **Position Favorites**, click on the provider and then click on the **Add Person to Position Favorites** link.



Notes

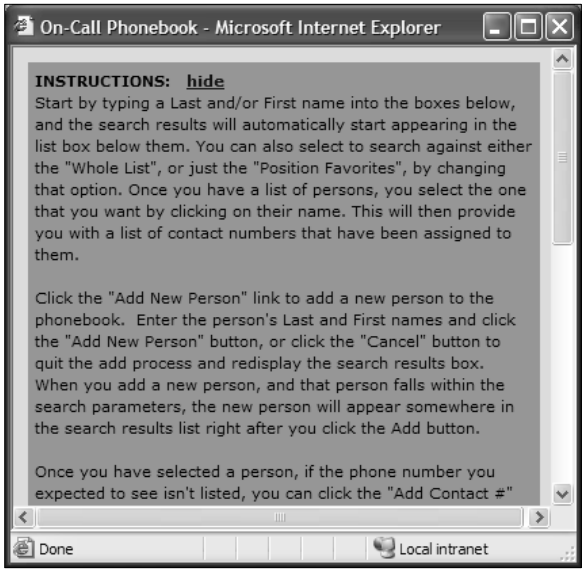
Updating a Schedule Item for a Position (Continued)

15. To add a new provider to your **Position Favorites**, click on the **Add New Person** link in the **On-Call Phonebook** window.
    - The **Add New Person** form will display.

16. Complete the form and click the **Add New Person** button.
    - Allowed formats for telephone numbers are:
      - 1-NNN-NNN-NNNN
      - NNN-NNN-NNNN
      - NNN-NNNN
17. If you need assistance entering in a contact, click the **show** link to the right of **INSTRUCTIONS**.

Updating a Schedule Item for a Position (Continued)

- The **On-Call Phonebook** Instructions window will display explaining the process for entering a new contact.


On-Call Phonebook - Microsoft Internet Explorer
INSTRUCTIONS: hide
Start by typing a Last and/or First name into the boxes below, and the search results will automatically start appearing in the list box below them. You can also select to search against either the "Whole List", or just the "Position Favorites", by changing that option. Once you have a list of persons, you select the one that you want by clicking on their name. This will then provide you with a list of contact numbers that have been assigned to them.
Click the "Add New Person" link to add a new person to the phonebook. Enter the person's Last and First names and click the "Add New Person" button, or click the "Cancel" button to quit the add process and redisplay the search results box. When you add a new person, and that person falls within the search parameters, the new person will appear somewhere in the search results list right after you click the Add button.
Once you have selected a person, if the phone number you expected to see isn't listed, you can click the "Add Contact #"
Done
Local intranet

18. When you have finished viewing the Instructions, click the **hide** link.

19. Enter primary, secondary and tertiary (if needed) contact information which includes contact name, contact number, contact type and comments.

Note: Comments should only be entered in the **Contact Comment** field!

Notes

KALEIDA HEALTH

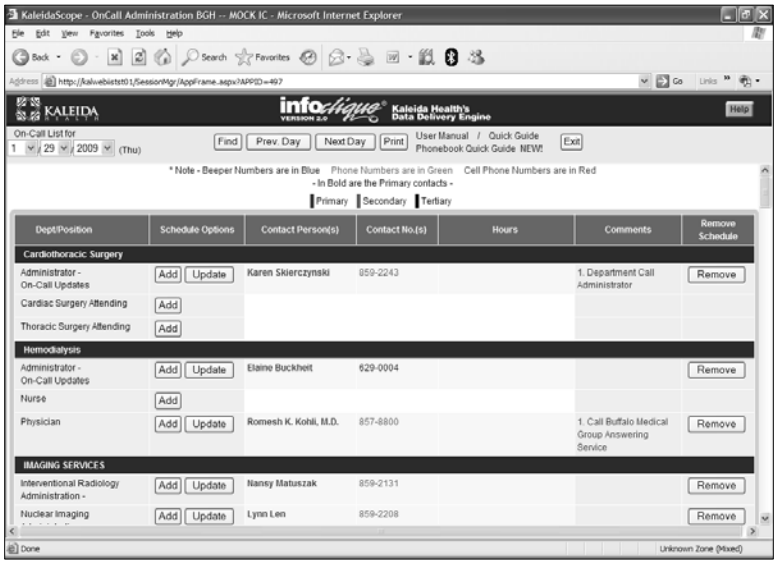
Updating a Schedule Item for a Position (Continued)

20. Enter **Start Date** and **End Date** and **Start Time** and **End Time**.

21. Click the **Update** button.

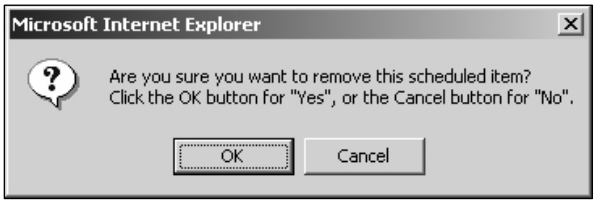
Removing a Schedule Record

1. Click the **Remove** button in the **Remove Schedule** section on the right.



Note: You will only see a **Remove** button if there is an existing entry.

2. A message box will appear confirming that you want the schedule item removed. Click the **OK** button if you want the schedule item removed.


Microsoft Internet Explorer
Are you sure you want to remove this scheduled item?
Click the OK button for "Yes", or the Cancel button for "No".
OK
Cancel

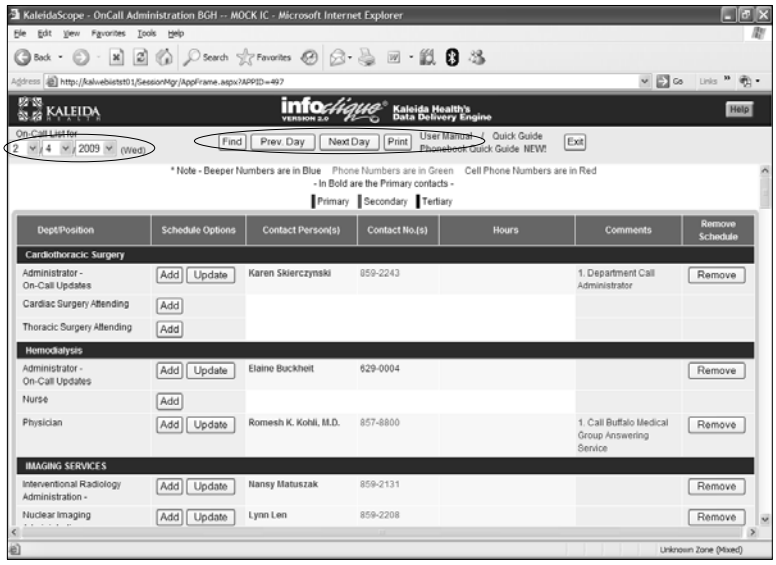
Note: You cannot recover a record once you click **OK.**

Notes

KALEIDA HEALTH

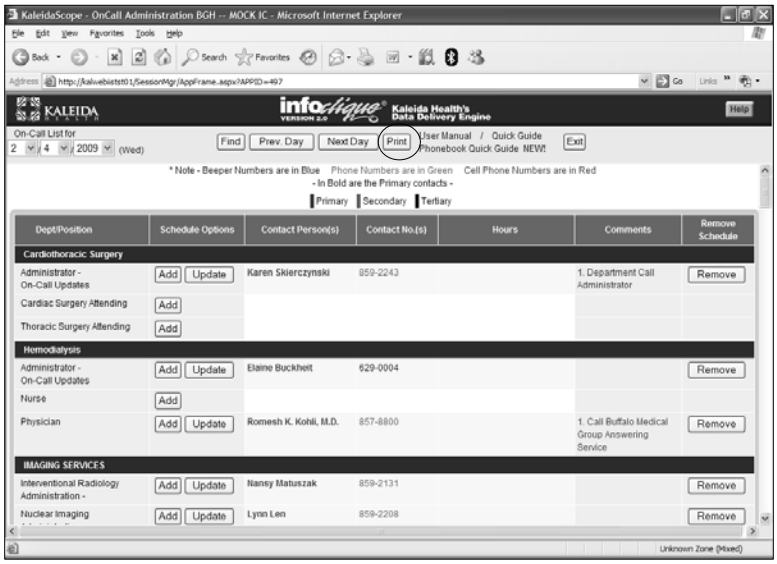
Searching for other Schedule Days

1. Click the date drop-down to choose a specific day and click the **Find** button or scroll forward or backward by clicking the **Prev Day** or **Next Day** buttons.

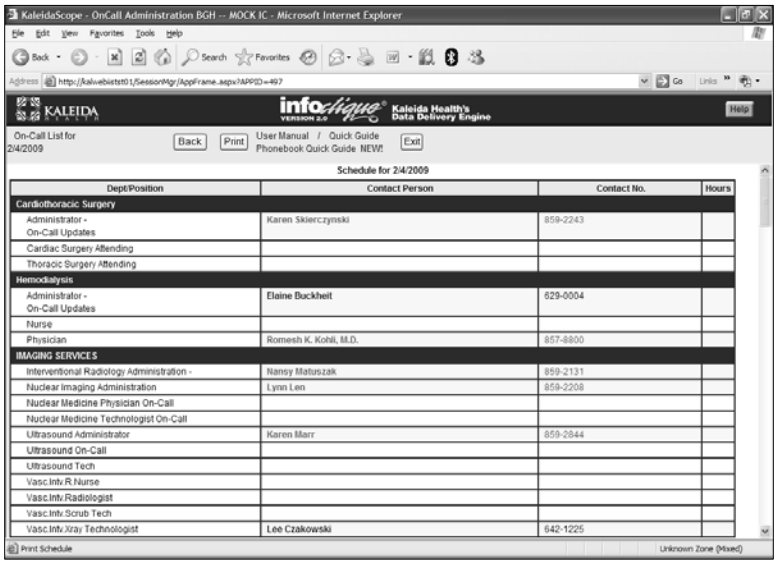


Printing the Schedule

1. Click the **Print** button to view the days schedule you want printed.



- **Schedule** view, the printer friendly version, of the schedule displays.

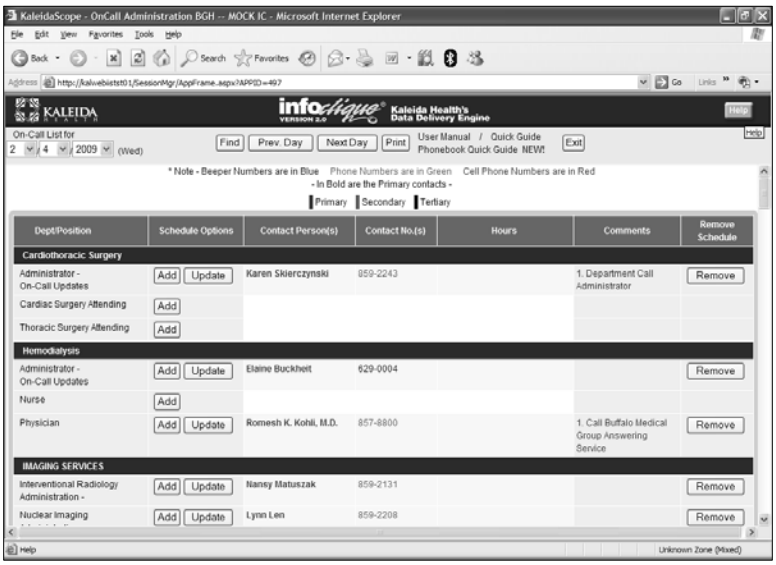


2. In the **Schedule** view, click the **Print** button again to print the schedule.

Notes

Logging out of OnCall Administration

1. To log out of OnCall Administration just click the **Exit** button.



2. To close the window, click the **X** in the upper right corner of the window.